

March 16, 1999

MEMORANDUM FOR: OAR Laboratory EEO Managers

FROM: Tony Tafoya
OAR EEO Manager

SUBJECT: EEO Quarterly Reports

The EEO office has recently been placed in OAR and will report directly to OAR management. Under this new structure, EEO reports will be required from all OAR units. In the past quarterly reports were only submitted by ERL laboratories. Because of these changes, and changes related to the DOC Demonstration Project, I feel that it is time to revisit the current format and content of the quarterly reports that are sent to the EEO office.

The EEO office uses the quarterly reports to respond to requests for information and accomplishments concerning the OAR EEO program. In the past, there have been changes to the reports because some information became available through electronic means and various data bases.

What is still needed however, is information that is primarily narrative. This information is usually only available by asking the employee for a listing of activities because much of it is done on a volunteer basis or in conjunction with travel. Many of the requests for information that EEO has to respond to include: community activities that reflect well on government employees in their communities, education outreach activities, recruitment efforts, tutoring, special talks, and tours.

This information is not available in any of the data bases. The quarterly reports are the only source of information.

Beginning with the third quarter, I would like to restructure the quarterly report format. I request that you send the following information either through e-mail or hard copy by following the suggested schedule and content format listed below. Please see the attached sample.

- a. Resources Dedicated to EEO
- b. Special Positions Established
- c. Community and Education Outreach
- d. Awards
- e. Training

Attachment

OAR QUARTERLY REPORT
DATE
QUARTER

Quarterly reports should be sent to the OAR EEO Office using the following schedule:

| | |
|----------------|---------------|
| First Quarter | by 15 January |
| Second Quarter | by 15 April |
| Third Quarter | by 15 July |
| Fourth Quarter | by 15 October |

LABORATORY

Name of your laboratory or program office.

CONTACT/PHONE

Include the name of the person submitting the report and the person who should be contacted for additional information.

REQUESTED NARRATIVE INFORMATION

A. RESOURCES DEDICATED TO THE EEO PROGRAM

Include the names of employees and the time spent on EEO activities. (List EEO Manager and EEO Committee duties, special emphasis programs such as Hispanic, Women's and Handicapped programs, Special observances such as Hispanic Heritage Month, Women's Month, and EEO related events.)

B. SPECIAL POSITIONS ESTABLISHED

Include information on the establishment of special positions, such as student positions under PHASE, SCEP, STEP, Upward Mobility, Cooperative Institutes and Contracts.

C. COMMUNITY AND EDUCATION OUTREACH

Include information on employee activities that have improved the public posture of Federal employees in the community. Include participation in food drives, tutoring, school visits, tours, science fair judging, assistance to community groups (women's, minority, disabled and veterans groups), activities related to recruitment such as ads, letters, personal contacts, university visits and invitations to laboratory events.

D. AWARDS

For Demo laboratories, do not include Demo percentage and bonuses related to performance plans, but do include information on awards given such as monetary and honorary awards: Administrator's Award, OAR Employee of the Year, Bronze, Silver, and Gold Medals. Identify employee and the award and date presented.

For non-Demo laboratories include monetary awards such as SSP, QSI, Special Act and honorary awards. Identify employee and the award and date presented.

E. TRAINING

Include information on training received such as computer courses, technical courses and EEO training. Include training received at training conferences such as FEW, Image, BIG. Identify employee and the training and date.